

OCT

RCT Number (Fitted Use)
3374
Claim Number
4698

Expense Period	From:	01/09/2015
	To:	07/10/2015

[illegible]

Airline	No. of passengers (Millions)
British Airways	8.5
Lufthansa	7.5
Air France	6.5
KLM	5.5
Iberia	4.5

	0.00
	0.00
	0.00
	0.00
	0.00

Less Cash Advance	
TOTAL REIMBURSEMENT	306.30

Don't forget to attach receipts!

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

008 76001 0000
Nominal Code
PAID
30 OCT 2015
Paid Stamp

Expense Reimbursement

OCT

Employee Name: Christopher Graham

RET Number
(Finance Use)
3408

Claim Number
68761

Delegated authority:

Department (choose from drop down menu):

Expense Period From: 18/09/2015 To: 15/10/2015

Itemised Expenses

DATE	TIME	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency)
Arrive	Depart				UK £
18/09/15		Lunch with Graham Smith and Rosemary Agnew (Scottish Information Commissioner)	1	Subsistence - UK	47.00
22/09/15	0500	Taxi from [redacted] to airport	2	Travel - UK	17.00
23/09/15		Taxi from airport to [redacted]	3	Travel - UK	15.00
30/09/15		Taxi from [redacted] to office to arrive in time for early media interviews (before first bus) less cost of usual bus ticket (£4.00)	4	Travel - UK	16.00
01/10/15	0630	Breakfast on train to London	5	Subsistence - UK	3.65
		Working lunch with Lasantha de Alwis, CTO	6	Subsistence - UK	10.60
02/10/15		Supper in London (minus alcohol, inc tip)	7	Subsistence - UK	14.00
		Lunch in London	8	Subsistence - UK	7.14
		Coffee on train on return journey	9	Subsistence - UK	2.95
	1810	Recharge difference in cost between train ticket to [redacted] and chosen destination	10	Travel - UK	-0.35
07/10/15	1730	Supper in London	11	Subsistence - UK	9.10
08/10/15		Coffee	12	Subsistence - UK	2.00
		Taxi between meetings (running late)	13	Travel - UK	15.00
		Lunch in London	14	Subsistence - UK	7.50
	2200	Supper in London	15	Subsistence - UK	10.95
15/10/15		Recharge difference in cost between train ticket to [redacted] and chosen destination	16	Travel - UK	-6.60
15/10/15	0830	Bus from [redacted] to airport	17	Travel - UK	2.80
		Breakfast at airport awaiting flight	18	Subsistence - UK	5.40
		Taxi from airport to [redacted]	19	Travel - UK	15.00
16/10/15	2140	Return flight to US for IAPP conference next April - cost of chosen flight is less than cost of flight if travelling solely for conference	20	Travel - Overseas	497.53
				SUBTOTAL	691.67

Mileage

Car miles claimed (Standard Rate)*
Car miles claimed (Public Transport Rate)
Motorcycle miles claimed
Bicycle miles claimed
Passenger rate

	45 p per mile
	25 p per mile
	24 p per mile
	20 p per mile
	5 p per mile

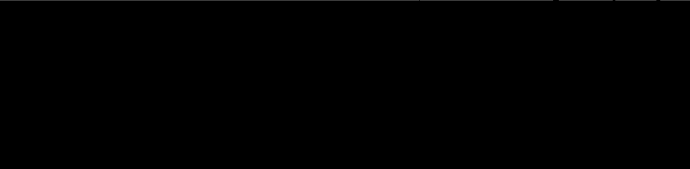
	0.00
	0.00
	0.00
	0.00
	0.00

*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance
TOTAL REIMBURSEMENT 691.67
Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment



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Nominal Code

£194.14

PAID
30 OCT 2015
Paid Stamp

008 26002 0000 £497.53

in 2117

cor in 27426

OCT

Expense Reimbursement

Employee Name: David Smith

Delegated authority:

Department (choose from drop down menu):

Expense Period	From:	01/10/2015
	To:	31/10/2015

RT Number
(please use)

Claim Number
15519

Itemised Expenses

DATE	TIME	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (Expense from drop down menu)	COST (drop down for appropriate currency) Other currency
04/10/15	15:30	to Manchester airport by TAXI			
		Manchester airport to Lisbon airport (FLIGHT)			
		(stayed overnight at hotel in Lisbon)			
05/10/15		Lisbon airport to Brasilia airport (FLIGHT)			
		(Global Privacy Dialogue Conference, BRASILIA)			
08/10/15		Brasilia airport to Lisbon airport (FLIGHT)			
09/10/15	11:30	Lisbon airport to Manchester airport (FLIGHT)			
		Manchester airport by TAXI			
		SUBSISTENCE:			
		5 x 24 hrs			EB7.50 BrazilianReal
		Minus 4 x Dinners			352.00
		Minus 3 x Lunches			165.00
					= 370.50
					Minus 301.00
		(Received 600 Real)			
		(Returned 299 Real)			
		= 301			
					(Total) 69.50
				SUBTOTAL	370.50

owed
to David
Smith

Mileage

Car miles claimed (Standard Rate)*
Car miles claimed (Public Transport Rate)
Motorcycle miles claimed
Bicycle miles claimed
Passenger rate

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

	6.00
	0.00
	0.00
	0.00
	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance **\$** 101.00
TOTAL REIMBURSEMENT **246.00**
Don't forget to attach receipts!

69.50
Real

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

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OCT

Expense Reimbursement

Employee Name: David Smith

Delegated authority:

Department (choose from drop down menu):

Expense Period	From:	01/10/2015
	To:	31/10/2015

RCT Number
(Finance Use)

Claim Number	
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61490

Itemised Expenses

[illegible]

Mileage

Car miles claimed (Standard Rate)*
Car miles claimed (Public Transport Rate)
Motorcycle miles claimed
Bicycle miles claimed
Passenger rate

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

0.00
0.00
0.00
0.00
0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance	
TOTAL REIMBURSEMENT	161.00

Don't forget to attach receipts

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

For Finance Use

008 0000
Nominal Code

PAID
30 OCT 2015
Paid Stamp

$$16.1 \times 10^3 \times 7 = 112.7$$

Expense Reimbursement

Employee Name: David Smith

Delegated authority:

drop down menu):

Expense Period	From:	01/10/2015
	To:	31/10/2015

1001 20210000
(11-11-11)
3476

11702

Itemised Expenses

DATE	TIME		DESCRIPTION (including times for subsistence claims & business purposes)	Mileage (M)	CATEGORY (please refer to pp 40-42)	COST (drop down for appropriate category)
	Arrive	Depart				UK £
14/09/15		15:45	Wimborne to London by TRAIN London to Epsom Court by 1100		Travel - UK	0.60
15/09/15			Epsom Court to King's Lynn by 1100 (without airport subsistence disallowance) Epsom to Wimborne by TRAIN SUBSISTENCE		Travel - UK	0.60
17/09/15		15:15	Wimborne to Glasgow by TRAIN Glasgow railway station to The Westerwood Hotel by TAXI (no public transport available to the hotel on outskirts of Glasgow)	2	Travel - UK	34.00
18/09/15			Wimborne to London by TRAIN Luton in hotel until bus provides the return to Croy railway station to Glasgow (Queen's Street) by TRAIN - no receipt as tkt machine malfunctioned ticket		Travel - UK	2.65
	18:45		Glasgow Central railway station to Stockport railway station by TRAIN Stockport railway station to [redacted] TAXI SUBSISTENCE	3	Travel - UK	16.00
21/09/15		16:00	Wimborne to Manchester airport by TAXI (shared taxi with Hannah McCausland) Manchester airport to Brussels (FLIGHT) Brussels to Paris Luxembourg by BUS (Article 25 working party)	15	Travel - UK	3.20
22/09/15			Paris Luxembourg to Brussels airport by BUS Brussels airport to Manchester airport (FLIGHT)		Travel - UK	16.00
29/09/15		07:30	Manchester airport to London by TAXI Manchester airport to Belfast airport (FLIGHT) Belfast airport to Belfast Regional LCO office by TAXI (shared with Ken McDonald, Belfast office) (without subsistence) Belfast office to Belfast airport by BUS Belfast airport to Manchester airport (FLIGHT)	6	Travel - UK	24.00
	18:00		Manchester airport to [redacted] by CAR - 2 miles		Other	0.90
04/10/15		15:30	SUBSISTENCE: [redacted] Manchester airport by TAXI	3	Subsistence - UK	1.50
			Manchester airport to Lisbon airport (FLIGHT)	10	Travel - UK	12.00
05/10/15			Arrived overnight at hotel in Lisbon Lisbon airport to Erasmus airport (FLIGHT) (Global Privacy Dialogue Conference, Brussels)			
08/10/15			Erasmus airport to London airport (FLIGHT) Lisbon airport to Manchester airport (FLIGHT)			
09/10/15		11:30	Manchester airport to [redacted] by TAXI [redacted] to Brussels airport	11	Travel - UK	17.50

Mileage

Mileage
 Car miles claimed (Standard Rate)*
 Car miles claimed (Public Transport Rate)
 Motorcycle miles claimed
 Bicycle miles claimed
 Passenger rate

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work passengers

Less Cash Advance
TOTAL REIMBURSEMENT 198.00

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@icuryrj.us by way of approval for payment

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Number Code				

PAI

30 OCT 2015

Expense Reimbursement

Employee Name: GRAHAM SMITH

RCT Number (Finance Use)
3478
Claim Number
88977

Delegated authority:

Department (choose from drop down menu):

Expense Period	From:	29/09/2015
	To:	02/10/2015

Itemised Expenses

[illegible]

Mileage

Mileage
Car miles claimed (Standard Rate)*

Car miles claimed (Public Transport Rate)

Motorcycle miles claimed

Bicycle miles claimed

Bicycle miles and
Passenger rate

Miles	No. of passengers
0-10	10
10-20	20
20-30	30
30-40	40
40-50	50
50-60	60
60-70	70
70-80	80
80-90	90
90-100	100

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance | _____
TOTAL REIMBURSEMENT | **55.14**
Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

008 0000
Nominal Code

PAID

Paid Stamp 30 OCT 2015

Expense Reimbursement

Employee Name: GRAHAM SMITH

RCT Number
(Finance Use)

3479

Claim Number	
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80118

Delegated authority:

Department (choose from drop down menu):

Expense Period	From:	22/09/2015
	To:	24/09/2015

Itemised Expenses

[illegible]

Mileage

Mileage
 Car miles claimed (Standard Rate)*
 Car miles claimed (Public Transport Rate)
 Motorcycle miles claimed
 Bicycle miles claimed
 Passenger rate

[illegible]

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance	-
TOTAL REIMBURSEMENT	55.65

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

For Finance Use

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Nominal Code		

PAID

Paid Stamp 30 OCT 2015

Expense Reimbursement

Employee Name:	GRAHAM SMITH
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Delegated authority:

Department (choose from drop down menu):

Expense Period	From:	08/10/2015
	To:	09/10/2015

RCT Number (Finnive Use)
3480

Claim Number
86708

Itemised Expenses

[illegible]

Mileage

Mileage
 Car miles claimed (Standard Rate)*
 Car miles claimed (Public Transport Rate)
 Motorcycle miles claimed
 Bicycle miles claimed
 Passenger rate

	No. of passengers
Male	60
Female	70

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance	
TOTAL REIMBURSEMENT	140.65

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

For Finance Use

008	0000
Nominal Code	

PAID
30 OCT 2015
Paid Stamp

OCT

Expense Reimbursement

Employee Name: GRAHAM SMITH

Delegated authority:

Department (choose from drop down menu):

Expense Period	From:	14/10/2015
	To:	15/10/2015

RCT Number (Finance Use)
3481

Claim Number
21379

Itemised Expenses

[illegible]

Mileage

Mileage
 Car miles claimed (Standard Rate)*
 Car miles claimed (Public Transport Rate)
 Motorcycle miles claimed
 Bicycle miles claimed
 Passenger rate

Mode	No. of passengers
Auto	10
Bus	20
Train	30
Plane	40

45 p per mile
25 p per mile
24 p per mlie
20 p per mile
5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance _____
TOTAL REIMBURSEMENT **21.81**
Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@lco.org.uk by way of approval for payment

For Finance Use

008 0000
Nominal Code

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30 OCT 2015
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